



LADY MARGARET SCHOOL

Charging Policy Updated Spring 2014 To be reviewed Spring 2017

1) INTRODUCTION

This document sets out the school's policy on charging and remission for school activities and school visits. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

As part of its commitment to providing an enriched education, Lady Margaret School arranges educational visits and other optional activities to support and extend work carried out in the classroom. Students may visit places of interest such as museums, parks, galleries, theatre etc., and have the opportunity to receive additional coaching in particular subjects or take part in after school activities.

To defer the cost of such visits and activities, Lady Margaret School has adopted a policy of seeking voluntary contributions or applying charges in certain circumstances and these are set out in this policy document.

The Governors of Lady Margaret School will ensure that they;

- inform parents on low incomes and in receipt of relevant benefits, of the support available to them when being asked for contributions towards the cost of school visits.
- Do not place any obligation on a parent to make a contribution or pay any charges that apply; or
- Do not disadvantage any student because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

However, Lady Margaret School reserves the right to cancel any planned visit or optional activity where insufficient funding is available to meet the costs.

GENERAL PRINCIPLES

The Governors of lady Margaret School will not charge for:

- any admission application;
- education provided during school hours, (with the exception of music and vocal tuition)

including the supply of any materials, books, instruments or other equipment;

- education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination that the girl is being prepared for at the school, or part of religious education;
- tuition for girls learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the girl is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the girl has been prepared for it at the school; and
- examination re-sit(s) if the girl is being prepared for the re-sit(s) at the school

The Governors of Lady Margaret School reserve the right to charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- music and vocal tuition, when the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the girl(s)
- optional extras.

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. These principles are explained in more detail below.

2) ACTIVITIES DURING SCHOOL HOURS

Activities during Lady Margaret School hours are considered to be those undertaken during the hours Lady Margaret School is actually in session, excluding the lunch break in the middle of the day.

The Governors of Lady Margaret School reserve the right to charge for:-

- a) Ingredients and materials used in practical subjects where a parent indicates in advance that either they or their child wishes to own the finished product;
- b) Music or tuition in playing a musical instrument (except where it is provided to fulfil the requirements of a syllabus for a prescribed public examination or the National Curriculum) *Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide girls with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual girl or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing.*

- c) Activities arranged by a third party during school hours for which a child is being released from school at the request of their parent (In such circumstances any charge arising would be agreed and paid by the parent direct to the third party);
- d) Board and lodging where a school activity involves students in nights away from home;
- e) The cost of repairing damage or replacing loss of school equipment caused as a result of a student's behaviour; and
- f) The cost of using any alternative transport between home and any other place where education is to be provided when transport from Lady Margaret School is available.

No charges will be made for:-

- a) Any material, books, instruments or other equipment for use in connection with education provided during Lady Margaret School hours;
- b) Transport arranged by Lady Margaret School between the Lady Margaret School premises and any other place where education is to be provided; and
- c) External visits to museums, parks, theatres, sports grounds etc that are part of the school curriculum.

However, parents may:-

- be asked to make a voluntary contribution towards the cost of theatre visits etc. within Lady Margaret School hours where insufficient funding is available within the Lady Margaret School budgets to meet the cost of such visits.

3) ACTIVITIES OUTSIDE SCHOOL HOURS

Activities outside Lady Margaret School hours are those where less than 50% of the time taken for an activity (inclusive of any travel time) falls during Lady Margaret School hours.

A voluntary contribution or charge may be required for:-

- a) Education provided wholly or mainly outside Lady Margaret School hours except where such education is provided to fulfil requirements specified in a syllabus for a prescribed public examination, the National Curriculum or statutory duties relating to religious education;
- b) Any optional extra activity in which participation is a matter of parental choice; and
- c) The cost of repairing damage or replacing loss of equipment caused as a result of a student's behaviour.

4) LADY MARGARET SCHOOL TRIPS

This section refers to trips involving an overnight stay or travel abroad.

In order to determine a student's eligibility for support towards the cost of an Lady Margaret School trip, the parents or student should be in receipt of one of the following:-

- a) Free School Meals;
- b) Income Support;
- c) Income based Jobseeker's Allowance;
- d) Support under Part VI of the Immigration and Asylum Act 1999;
- e) Child Tax Credit or Pension Credit provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the prescribed annual income (£16,190 from April 2010);
- f) State Retirement Pension if this is the only form of income; or
- g) Disability Allowance if this is the only form of income.
- h) The 16-19 Bursary

Students who qualify for support must provide appropriate written proof of receipt of benefit to support their application, unless they receive Free School Meals and have therefore already produced sufficient evidence to the LA.

Support for students will be at the discretion of the Head Teacher and will be funded by the Pupil Premium or 16-19 Bursary Funding as appropriate.

5) PUBLIC EXAMINATIONS

No charge shall be made for entering Lady Margaret School students for prescribed public examinations. Lady Margaret School may, however, make a charge for such prescribed examinations where the student was not prepared for it at the school.

If a student fails to take an examination for which Lady Margaret School has previously paid for without good reason, then a charge to the parent(s) or carer(s) will be made at the discretion of Lady Margaret School.

If there is a cost associated with the re-checking of an examination paper and this has been specifically requested by Lady Margaret School, then no charge shall be levied. If the re-checking of an examination paper has been requested by the parents or student and is not supported by Lady Margaret School, then the cost shall be met by the parents or student making that request.

6) CALCULATION OF CONTRIBUTIONS AND CHARGES

Where any voluntary contribution is sought or charges applied, the calculation in respect of an individual student will be limited to the actual cost of providing the activity, divided equally by the number of students willing to participate. The actual cost will be based on an appropriate element for:-

- a) Travel costs, board and lodging where applicable;
- b) Materials, books, instruments and other equipment;
- c) Non-teaching staff costs;

- d) The cost of engaging teaching staff specifically for the purpose of providing an activity where they are employed to provide individual tuition in the playing of a musical instrument or engaged on a separate contract for service to provide the activity (e.g. football coach);
- e) entrance fees to museums, castles, theatres etc.; and
- f) Insurance.

The contribution sought or charge applied will not include any element of subsidy:-

- For accompanying teaching staff or teachers who have been involved in the organisation of the activity, unless engaged specifically to provide the activity (as detailed in 7d above);
- For any other students wishing to participate but whose parent(s) are unwilling or unable to pay the full charge; and
- For alternative provision during any part of school hours for those girls who do not wish to participate.

7) NOTICE TO PARENTS OF VOLUNTARY CONTRIBUTIONS OR CHARGES

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing detailing:-

- The proposed activity and its likely value in educational terms;
- The contribution or charge per student;
- Whether or not the activity will take place in the event of insufficient funding.

A sample letter requiring such a voluntary contribution or charge from parents is included in Appendix 1.

SAMPLE TRIP LETTER

Dear Student and Parent

Following our successful trips to France, Spain, Italy and Germany in recent years we are planning another trip to _____. We hope to set off on _____ and return on _____.

The purpose of the trip is for our students to experience the culture and the way of life through a programme of visits to historical and cultural sites, exhibitions, museums, eating out in cafes and films etc.

The full cost of the trip is £____ which will include the cost of travel, hotel, meals and entrance fees is £_____.

In the event of insufficient contributions to cover the cost the Lady Margaret School may have no alternative but to cancel the activity.

Students will require a **valid passport** and an **E111 European Health Insurance Card (EHIC)** if you travel on a British passport. Information on applying for the EHIC can be found on www.dh.gov.uk, health advice for travellers. Students who do not have a British passport need to check that their passport or travel document is valid for _____ and whether a visa is required. Students travelling on non-EU passports can be included on the Lady Margaret School visa exemption form.

A non-refundable deposit of £___ is due by _____. Cheques should be made payable to Lady Margaret School, alternatively you can pay online using the ParentPay system.

If there are financial barriers to taking part on this trip, please apply Mrs Whyte, this will be dealt with in strictest confidence.

Yours Sincerely

Teacher